

# Auditor

**Aliases:** Liquidator, Arbitrator

**Industry/Sector(s):** BFSI

## JOB DESCRIPTION <sup>1</sup>

The tasks an Auditor is expected to perform include:

- Examining account books and records of business establishments, private institutions, Government or quasi government offices
- Scrutinizing bills, vouchers and relevant entries in cashbooks
- Verifying ledger entries against receipts for cash payment
- Checking arithmetic total for accuracy and counting cash
- Representing tribunals before employees, courts, etc. to clarify points regarding financial matters of companies
- Certifying financial statements as and when required by court of law or other authorities
- Advising new or prospective firms in matters of account rules, taxation and procedure to be followed
- Reporting to appropriate authority about irregularities in accounts and cases of losses of money, improper expenditure, etc.

## WORK ENVIRONMENT <sup>1, 2</sup>

- It is a desk job
- Need not handle a team
- Local travelling is not a part of this job role
- Part-time work and contractual jobs are available
- Work from home option is not available

### Working hours

- Organizations usually work for 5/6 days a week and 8/9 hours everyday. This may vary from organization to organization
- Shift system is not available
- Overtime may be required

### Is the job suitable for a candidate with special needs?

This job is suitable for candidates with One Arm (OA), One Leg (OL), Both Leg (BL) and those who have their Hearing Impaired (HH)

*This may vary from organization to organization*

## EDUCATIONAL QUALIFICATIONS AND TRAINING <sup>3</sup>

Preferably, CA qualified

## KEY COMPETENCIES <sup>1</sup>

- Proficient in examining account books and records
- Knowledge of scrutinizing bills, vouchers and relevant entries in cashbooks
- Proficient in checking arithmetic total
- Adept at conducting test checks for proper observance of accounts procedure

## DESIRABLE COMPETENCIES <sup>1</sup>

- Strong analytical skills
- Attention to details

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

Chartered Accountant institutes across India

## AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

- <https://scholarships.gov.in/>

## SAMPLE OF TRAINING AND LEARNING COURSES

[http://www.icai.org/post.html?post\\_id=7606](http://www.icai.org/post.html?post_id=7606)

## CAREER PROGRESSION PATH <sup>1</sup>

Manager - Audit



Senior Executive - Audit



Executive - Audit



**Auditor**



Audit Clerk

*The progression is indicative*

## EXPECTED EARNINGS <sup>4</sup>

- For new entrants - Rs 11,000 to Rs 18,000 per month
- For candidates with experience - Rs 30,000 to Rs 60,000 per month

*These figures are indicative and subject to change*

## REQUIRED WORK EXPERIENCE <sup>3</sup>

Generally, 1 - 3 years of experience required

## PROBABLE EMPLOYERS <sup>4, 3</sup>

- Self-employed
- Banks
- Chartered accountant firms
- Non-banking financial units

## KEYWORDS

- Arbitrator
- Internal Auditor
- External Auditor

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	2411.0200	Auditor
ISCO 2008	2411	Accountants
NIC 2008	69201	Accounting, bookkeeping and auditing activities
QP Reference	Not available	Not available
NSQF	Not available	Not available

## REFERENCES

1	National Classification of Occupations Division 2
2	<a href="http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew">http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew</a>
3	<a href="http://www.naukri.com/job-listings-Internal-Auditor-S-K-Patodia-Associates-Ahmedabad-1-to-3-years-040716005434?src=jobsearchDesk&amp;sid=14676416906949&amp;xp=1&amp;qp=internal%20auditor&amp;srcPage=s">http://www.naukri.com/job-listings-Internal-Auditor-S-K-Patodia-Associates-Ahmedabad-1-to-3-years-040716005434?src=jobsearchDesk&amp;sid=14676416906949&amp;xp=1&amp;qp=internal%20auditor&amp;srcPage=s</a>
4	<a href="http://www.payscale.com/research/IN/Job=Auditor/Salary">http://www.payscale.com/research/IN/Job=Auditor/Salary</a>